



**CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
HEADQUARTERS GROUP VII, OHIO WING
PSC BOX 10367, WRIGHT-PATTERSON AFB, OH 45433-5361**


1 November 2000

MEMORANDUM FOR ALL GROUP VII PERSONNEL

FROM: CC

SUBJECT: Group VII Commander's Open Door Policy (CC-004)

1. The Group VII Commander has an open door policy. Anyone (senior member and cadet) may feel free to see me anytime he or she feels a need to. However, I encourage all members to use the chain of command first as most problems can be solved at the lowest level.
2. Members contacting me through the open door policy are not required to notify their commander and all conversations will be kept confidential to the greatest extent possible.
3. I can be contacted at (937) 252-2978, or e-mail GpVII@aol.com.


MICHAEL K. HOOD, Lt Col, CAP
Commander